

Certified Family Home - Hybrid

Online Material Access and Class Information

The online portion of this class is hosted on LearnWorlds. Students must create an account on LearnWorlds **before** their class start date, or they will **not** be granted access to the online material. Students cannot automatically log in using their CEI Workforce Training credentials.

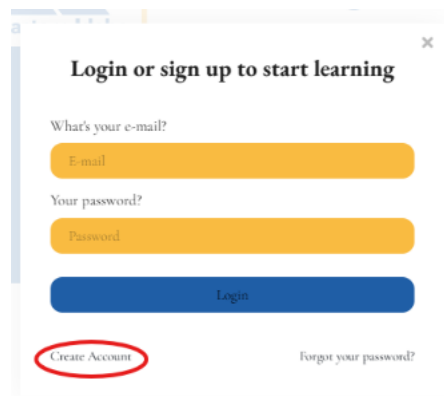
On their class start date, students with LearnWorlds profiles will be given access to the online material and will have one week to complete all modules and assignments.

Students who do not create their LearnWorlds profiles before their class start date will experience a delay in accessing the online material and will have less time to complete the online portion of their class.

To create a LearnWorlds account, please follow these steps:

STEP 1: Follow this link: <https://cei-wtce.getlearnworlds.com/?msg=not-logged-in>

STEP 2: Click “Create Account” in the bottom-left corner of the pop-up box (see the picture below) and follow the instructions to create a profile.

A screenshot of a web browser showing a pop-up window titled "Login or sign up to start learning". The window contains two input fields: "What's your e-mail?" with a yellow "E-mail" placeholder, and "Your password?" with a yellow "Password" placeholder. Below these fields is a blue "Login" button. At the bottom left, the "Create Account" link is circled in red. At the bottom right, there is a link that says "Forgot your password?".

Step 3: CEI staff will enroll students in their online course on [LearnWorlds](#) by the end of the day on their class start date.

STEP 4: Students must log in to their LearnWorlds account and complete **ALL** online assignments and modules with a grade of 80% or higher before attending their in-person skills session. Students will **not** be admitted to the in-person session if their online work is not completed.



STEP 5: Attend in-person skills class on scheduled class date.

Things to Know or Bring

The in-person skills session does **not** take place at CEI's main campus. Class is held at: **240 Technology Drive**, Idaho Falls, ID 83401. Students who arrive late will not be admitted to class.

Students must bring a pen or pencil to their in-person skills session for note taking.

Students must pass and complete both the online portion and the in-person skills session with a grade of 80% or higher. Students who do not pass both components will not pass the class and will not receive certification.

Students who pass the class can find their certificates of completion by logging into their [WTCE account](#), clicking My Account, and viewing their past orders. Certificates can take up to one business week to appear on student accounts.